



Dedham Public Library

Massachusetts

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Tracy Driscoll, Chair
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DPL TRUSTEES MEETING MINUTES	
JUNE 18, 2013, MAIN LIBRARY, 10 AM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Tracy Driscoll
SECRETARY	Monika Wilkinson
ATTENDEES	Brad Bauer, Cecilia Emery Butler, Mary Ann Tricarico, Rachel Tuerck, Tracy Driscoll, Monika Wilkinson
PUBLIC ATTENDEES	Diane Bauer, Rosemarie Shrewsbury, Mike Chalifoux

The June 18, 2013 meeting of The Dedham Library Board of Trustees was called to order at 10:06 am by Chairperson Ms. Driscoll.

1. **PUBLIC INPUT:** Mr. Chalifoux commented that staffing will be the biggest issue facing the library in the year ahead. He expressed hope that Trustees gear up now for an attempt to increase staffing. This would mean looking at surrounding areas and

approaching TM members now to build support for adding 2 or 3 staff positions. Dr. Tricarico noted that Wisconsin has published standards that could be cited as an authoritative source and guideline. Ms. Emery Butler commented that Dedham should have 18 employees according to the guidelines. Ms. Tuerck suggested adding to new business that we create a one-page with bullet points for Trustees to talk off of. Ms. Driscoll suggested a committee forming—add to Old and New Business to focus on future of the library.

2. **MINUTES OF APRIL MEETING:** Ms. Tuerck suggested adding simple table of action items (Action Item Review). Ms. Emery Butler noted different headings on Agenda and Minutes written by Ms. Butler. No changes are needed but addition of Action Items. Mr. Bauer made the motion to approve the minutes of May 15, 2013. Ms. Driscoll will send secretaries the format. Ms. Tuerck seconded it. The motion passed unanimously.
3. **FINANCIAL REPORT: Attached:** There is one check not cleared for state aid. Ms. Tuerck questioned fines added to Library Revenue. Ms. Shrewsbury clarified that it goes to the Town budget and the report reflects the amount correctly. It is written in parentheses because it is technically an expense that we don't receive. Discussion over general fund and what happens to money from fines. Mr. Bauer made the motion to accept the Financial Report of June 14, 2013, Ms. Butler seconded the motion. The motion passed unanimously.
4. **DIRECTOR'S REPORT: Attached:** Dr. Tricarico shared the Summer Reading Program. Thank you to the Friends for underwriting most of the programs. Program started today and opening session is June 27 at the Dolan Center. Theme is "Dig Into Reading." Dr. Tricarico explained that the Book Sale was a big success. Thank you to the Friends. June 26 an author visit from Dennis Vanesse about bullying. Facilities work, Endicott has created a program room in former "green room" and moved Children's nonfiction along walls to allow for furnishings in "blue room" and space for programming. New desks for technical staff at Main have been purchased. Fencing has been installed in front of Endicott and storage shed will be installed at Endicott. New signage at Main has been and will be installed. Lawns and trees have been treated. Pricing for extending air conditioning to offices at Main has been requested. Ms. Shrewsbury is enrolled in Library Techniques program to train and certify in library administration and allow her to expand her responsibilities. Amber Socci completed a two-day workshop on coaching. Lisa Ingemi and Dr. Tricarico will go to the ALA conference. Marge Reilly at Endicott has

broken her hip and is in rehab. Pages currently are covering her position right now. Her status is uncertain. Dr. Tricarico will investigate options. A letter was received from Board of Library Commissioners with information about workshop on June 26 at Milton Public Library from 10:30-12:30. Ms. Tuerck and Ms. Wilkinson will work out arrangements to attempt to have one Trustee attend. Dr. Tricarico expressed concern that we have major decisions to make about Dedham Library's future before writing a grant proposal. Survey last year reflected strong public opinion not to build a new library. We still have about \$18,000 left from mitigation fund. The money could be used to hire a feasibility study. Letter of intent is due in September. Grant proposal is due in January. Ms. Tuerck commented that survey showed a public loyalty to their library. Discussion of steps for planning now to determine what we want to start the process. Funding up to \$50,000. Mr. Chalifoux commented that mitigation fund money was for strategic plan and long-range plan. The long-range plan money has not been used yet. Dr. Tricarico explained that architects last summer reviewed the buildings and completed detailed plan included in strategic plan. This will be helpful but we need to work off of it. Baby shower for Danielle will be on Thursday at 8:30 am. This year the Fourth of July will be on Thursday. Ms. Emery Butler questioned whether it could be made policy to close at 5 pm when a Federal holiday is on a Tuesday through Friday. Discussion of setting precedent. Mr. Bauer made a motion to approve the closing of Wednesday, July 3, at 5 p.m. Ms. Tuerck seconded the motion. The motion passed unanimously.

5. **UNFINISHED BUSINESS:** Discussion of DPL exhibits postponed until September. Ms. Bulter raised the point that in March 2012 Trustees discussed closing policy for emergencies. Ms. Tuerck and Ms. Bulter will form a policy subcommittee.

6. **NEW BUSINESS:** Community Service Hours for students are available. Contact Amber Socci for students to work toward their required hours. There is a Friends meeting June 19 in staff room. We need a liason. Discussion about liasons in general (Finance Committee, Selectman, Friends). Discussion of easement. Discussion of circulation data compared to neighboring areas and increasing readership. Ms. Driscoll suggested sending book to families with new baby. Discussion of enhancing environments and making space more functional to encourage visitors to the Library. Discussion of one library at Rustcraft, Town Hall, etc. Ms. Wilkinson raised concern that information about Summer Reading isn't getting to students even though library sent to schools. She pointed out that there is no link on DPS website on Summer Reading page.

7. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Send minutes format to Ms. Emery-Butler and Ms. Wilkinson	Ms. Driscoll	After this meeting
Make arrangements to attend Milton meeting on June 26.	Ms. Tuerck and Ms. Wilkinson	Before June 26, 2013
Check with Town Counsel regarding early closings	Ms. Driscoll	Before July 17, 2013
Provide Ms. Wilkinson and Ms. Emery-Butler with Dr. Tricarico's contract	Ms. Driscoll	Before July 17, 2013
Contact Chair with sub committee preferences (policy, liason, library future, exhibits)	All trustees	Before July 17, 2013
Request addition of DPL Summer Program link on DPS website	Ms. Driscoll	Before July 17, 2013

Next meeting: July 17th at 9:00 am at The Main.

Mr. Bauer made the motion to adjourn at 11:35 am, Ms. Driscoll seconded, all present approved.

Respectfully submitted,

Monika Wilkinson

Attachments:

Agenda

Financial Report

Director's Report